

**BY ORDER OF THE COMMANDER,  
374TH AIRLIFT WING**



**AIR FORCE INSTRUCTION 31-501**

**374TH AIRLIFT WING COMMAND  
Supplement 1**

**26 AUGUST 2004**

**Security**

**PERSONNEL SECURITY PROGRAM  
MANAGEMENT (PA)**

## **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>.

---

OPR: 374 SFS/SFAI (Mr. R. R. Bass, Jr.)  
Supersedes AFI 31-501/374 AWSUP 1,  
25 May 2000

Certified by: 374 MSG/CD (Col M. A. Luiken)  
Pages: 8  
Distribution: F

This supplement implements Air Force Policy Directive (AFPD) 31-5, *Personnel Security Program Policy*. It applies to assigned, attached, tenant units and staff agencies including United States (US) civilian positions serviced by the 374th Mission Support Squadron Civilian Personnel Flight (CPF) (374 MSS/DPC) associated with 374th Airlift Wing (374 AW). This supplement requires collecting and maintaining information protected by the Privacy Act (PA) of 1974 authorized by 10 U.S.C. 8012, 8013 and Executive Order 9397. System of records notice F031 AF SP M, *Personnel Security Access Records* (9 October 1997, 62 FR 52695) applies.

### **SUMMARY OF REVISIONS**

This document is substantially revised and must be reviewed in its entirety. It revises personnel security procedures and updates unit's functional responsibilities. An asterisk ( | ) indicates revision from previous edition.

#### **AFI 31-501, 1 August 2000, is supplemented as follows:**

2.4.10. (Added) Personnel Security Investigation (PSI) information is compiled on the Electronic Personnel Security Questionnaire (EPSQ). Unit commanders and staff agency chiefs will ensure security managers have access to government computers with EPSQ installed to process PSIs.

2.4.11. (Added) Unit commanders and staff agency chiefs are responsible for ensuring those personnel identified as requiring a periodic reinvestigation (PR) in the Joint Personnel Adjudication System (JPAS) are notified of the requirement immediately. A PR can be submitted up to 6 months prior to the investigation date. (**NOTE:** Do not submit PR requests on personnel that are officially retiring or separating within 12 months of their investigation date.) Once a valid PR requirement appears in JPAS, the security managers will suspense the subject to complete the PSQ.

3.1.1. (Added) If a position sensitivity change is required, the change request will be routed to 374th Security Forces Squadron Information Security (374 SFS/SFAI), 374 MSS Military Personnel Flight (374

MSS/DPM), and 374 MSS Manpower and Organization Flight (374 MSS/MO) using the format at **Attachment 24 (Added)** of this supplement. If the position sensitivity is being changed to Critical Sensitive, the change request must be routed to Fifth Air Force Commander (5 AF/CC) for approval using the format at **Attachment 24 (Added)** of this supplement.

3.11.1.2. If the EPSQ or Standard Form (SF) 86, **Questionnaire for National Security Positions**, is unavailable or it is older than 30 days, the individual will complete another EPSQ or SF 86 worksheet for the commander's review.

3.11.1.3. AF Form 2583, **Request for Personnel Security Action**, will be used for Local Files Check for Interim Top Secret. AF Form 2583 must be current within 30 days.

3.11.2.1. If the EPSQ or SF 86 is unavailable or it is older than 30 days, the individual will complete another EPSQ or SF 86 worksheet for the commander's review.

3.11.2.2. AF Form 2583 will be used for Local Files Check for Interim Secret. AF Form 2583 must be current within 30 days.

3.11.5. (Added to the Memo from AF/XOFI, 22 May 2003). To document the granting of an interim clearance, the unit commander will complete an interim clearance letter using the sample in **Attachment 25 (Added)** of this supplement. Provide the original letter to the person being granted the interim clearance and a copy of the letter to 374 SFS/SFAI, along with a copy of the current AF Form 2583. After the interim clearance letters have been provided, the unit security manager will enter the interim clearance information into JPAS.

3.11.5.1. (Added to the Memo from AF/XOFI, 22 May 2003). Security managers are required to retain all records (AF Form 2583, copy of SF 86/EPSQ and interim letter) pertaining to an interim security clearance request approved by the unit commander until the PSI is adjudicated.

3.12.1. Follow Limited Access Authorization (LAA) procedures outlined in Pacific Air Forces Pamphlet (PACAFPAM) 31-1, *Personnel Security Program Management*.

3.13.1.2.1. (Added) 5 AF/CC is the approval authority. Follow procedures outlined in Air Force Instruction (AFI) 31-401, *Information Security Program Management*.

3.14.1.6.1. (Added) Security managers will ensure SF 312, **Classified Information Non-Disclosure Agreement**, is updated in JPAS; if Non-Disclosure Agreement (NDA) is not in JPAS, the individual must sign new SF 312. Forward all signed original SFs 312 for military personnel to: HQ AFPC/DPSAMI, 550C Street West, Suite 21, Randolph Air Force Base, Texas 78150-4723. The civilian employees will sign SF 312 online through the Air Force Personnel Center (AFPC) homepage.

3.14.1.6.2. (Added) Security managers will keep a copy of the SF 312 until the member leaves the unit.

3.15.1. (Added) The 374 AW/CC is the approving authority to grant one-time access. One-time access will be limited to an urgent operational or contractual exigency. A Request for One-Time Access to Classified Information memorandum will be routed to 374 SFS/CC for concurrence and 374 AW/CC for approval. The letter will include the following information: name, social security number (SSN) of the employee, the level of access authorized, justification for access, to include an explanation of the compelling reason to grant the higher level access and specifically how the Department of Defense (DoD) mission would be furthered, an unclassified description of the specific information to which access was authorized and the duration of access along with the date(s) access was afforded, a listing of the local records reviewed (AF Form 2583) and a statement that no significant adverse information concerning the

employee is known to exist. Refer to DoD 5200.2-R, *Personnel Security Program*, paragraph C3.4.7. for further guidance.

3.24.8.1. (Added) Prior to granting interim restricted area access, the following must be accomplished: Favorable review of EPSQ/SF 86, favorable review of AF 2583 (local files check of unit personnel records, local police records and medical records) and confirmation of a National Agency Check with Local Agency Check and Credit Check (NACLC) investigation opened for military personnel or an Access National Agency Check with Written Inquiries and Credit Check (ANACI) or National Agency Check with Inquiries (NACI) investigation opened for civilian personnel verified through JPAS. The unit security manager will maintain a letter of approval for interim restricted area access signed by the unit commander until the investigation is favorably completed. Security managers are not required to send a letter to 374 SFS/SFAI or input interim restricted area access in JPAS.

3.28.1. (Added) Security managers will send a quarterly report to 374 SFS Personnel Security (374 SFS/SFAIP) on all overdue PRs, PRs due within the next 6 months and initial clearances not submitted. See [Attachment 26 \(Added\)](#) of this supplement.

5.1.1.2. (Added) Unit security managers will provide 374 SFS/SFAI a copy of permanent change of station (PCS), discharge, or separation orders for those personnel with an active PSI on file.

5.1.1.3. (Added) Appointments are required for the submission of PSIs. The unit security manager must ensure all required documents are properly completed prior to the appointment. Individuals must bring their EPSQ on diskette along with a printed copy. All appointments must be scheduled or canceled by the primary or alternate security manager, or the unit commander. Appointments can be scheduled by calling 225-8325.

5.1.1.4. (Added) The unit commander must appoint a primary and an alternate security manager in writing and ensure each security manager has a favorable NACLC or ANACI and completes the security manager's training course. If the security manager does not have an NACLC or ANACI, they must submit an EPSQ within 30 days of being appointed as a security manager. If NACLC/ANACI cannot be granted, the individual can no longer be appointed as a security manager. Appointed security managers will be E-5/GS-7 or above.

5.1.1.5. (Added) Security managers must obtain access to JPAS to acquire the unit's Clearance and Access Verification System (CAVS) rosters, reports, research eligibility and interim clearance access, identify periodic reinvestigations and personnel security investigation status.

5.2.1. (Added) The 374 MSS/DPC is the authorized requestor for all initial investigations for US civilians.

5.6.2.1. (Added) The security manager will review all PSI packages to ensure packages are error free. Security managers must not solely rely on the EPSQ program to validate packages.

7.1.2.5. (Added) Unit commanders will review the unit manpower document (UMD) every January to determine the accuracy of position coding. Provide a written response of the review to 374 SFS/SFAI. **NOTE:** Security manager must have access to the UMD.

7.1.2.6. (Added) If the position code requires a change, the unit commander submits a Position Code Change Letter to 374 SFS/SFAI, 374 MSS/DPC (if civilian position), 5 AF/CC (if changing a non-mandatory Single Scope Background Investigation [SSBI] AFSC to position code 5/SSBI) and 374 MSS/MO using the format at [Attachment 24 \(Added\)](#) of this supplement.

7.4. The JPAS replaces Sentinel Key to verify security clearances.

8.2.1.3.3. (Added) Commanders or their designees will notify 374 SFS/SFAIP immediately if there has been a change in status of a Security Information File (SIF) (e.g., discharge, retirement, separation, court martial, confinement, demotion, etc.).

8.2.2.9.5. Unfavorable Information File (UIF) and Control Rosters.

8.2.3.2. (Added) As a minimum, the following documents must accompany the “Request for Establishment of SIF” letter as attachments: Adverse Security Determination letter; AF Form 2587, **Security Termination Statement**; AF Form 2586, **Unescorted Entry Authorization Certificate** (if applicable).

8.2.3.3. (Added) Security managers must contact the SIF custodian (374 SFS/SFAI) every 60 days to provide updates to the appropriate file. This will be done in writing and incorporated into the SIF.

8.2.3.4. (Added) Security managers will keep copies of all SIFs to a minimum. All SIFs will be kept in a locked container at all times. All copies of SIFs will be destroyed when final action has been taken by Air Force Central Adjudication Facility (AFCAF).

8.2.3.5. (Added) All SIF paperwork will be hand-carried to the 374 SFS/SFAI by the primary or alternate security manager, or the unit commander.

8.4.2. (Added) Unit commanders and staff agency chiefs must submit their SIF recommendation to the 374 SFS/CC for concurrence.

8.5.3.4. (Added) The confinement officer or noncommissioned officer (NCO) (374 SFS Police Services [374 SFS/SFOL]) and First Sergeant will notify 374 SFS/SFAI, in writing, of anyone that will be placed in confinement. Notification will include name, unit, SSN and security clearance status.

9.3.1. (Added) Briefings will be included in the unit’s Information Security Training.

11.1.6. (Added) Security managers will:

11.1.6.1. (Added) Include personnel security information in their quarterly unit training.

11.1.6.2. (Added) Maintain AF Form 2587 in their security manager’s file for 2 years after the person is separated, retired, or discharged.

11.1.6.3. (Added) Include a current monthly printout of the Joint Clearance and Access Verification System (JCAVS) roster in their security manager file.

11.1.6.4. (Added) Notify 374 SFS/SFAI within 60 days of relinquishing their duty as a security manager (e.g., PCS, Permanent Change of Assignment [PCA], position change, etc.).

A23.1. (Added) Those designated to sign block #14 of the AF Form 2583 (unit commander, staff agency chief or security manager) must review the member’s personnel information file (PIF) for possible evidence of a UIF, prior to requesting a personnel security investigation. Enter any derogatory results from these reviews in remarks under Section VII of the form.

A23.2. (Added) Security managers will maintain the original AF Form 2583 in their security managers’ files until the individual’s personnel security investigation has been adjudicated in JPAS.

**Attachment 24 (Added)****SAMPLE FORMAT OF REQUEST ACTION POSITION CODE CHANGE**

MEMORANDUM FOR 374 SFS/SFAI

374 MSS/DPC (If changing civilian position sensitivity)

5 AF/CC (If changing position code to 5) (include Staff Summary Sheet)

374 MSS/MO

FROM: Unit Office Symbol

SUBJECT: Request Action Position Code Change

1. Request a Position Code change for the below position:

a. FAC OSC Position Number GRADE AFSC Current Position Code New Position Code:

OR (For civilian positions):

FAC OSC Position Number GRADE AFSC Current Position Sensitivity Code  
New Position Sensitivity Code

b. Justification: (Provide justification why the position code needs to be changed: Position now requires/no longer requires access to Top Secret, Secret material, etc.) to perform duties (describe duties, supporting AFI, etc.).

c. This AFSC is not a mandatory Position Code 5/SSBI AFSC. (If changing a non-mandatory SSBI AFSC to Position Code 5.)

2. Our POC is (name and telephone number).

Commander's Signature Block

**Attachment 25 (Added)****SAMPLE INTERIM SECURITY CLEARANCE APPROVAL LETTER**

MEMORANDUM FOR (Unit Security Manager)

FROM: (Unit Commander)

SUBJECT: Interim (Secret or Top Secret) Security Clearance Approval

1. An interim (Secret/Top Secret) security clearance has been granted for RANK, NAME, SSN: XXX-XX-XXXX, DUTY TITLE pending completion of his/her (SSBI, NLC or ANACI) investigation IAW AFI 31-501, paragraph 3.11. His/Her SF 86 has been reviewed favorably, and an AF Form 2583 has been completed. His/Her (SSBI, NLC or ANACI) investigation was opened at OPM on (date).
  
2. If you have any questions concerning NAME's interim clearance, please contact me at DSN 225-XXXX.

Unit Commander's signature block

cc:

374 SFS/SFAI

Attachment:

AF Form 2583

**Attachment 26 (Added)**

**SAMPLE FORMAT OF QUARTERLY SECURITY CLEARANCE INVESTIGATION REPORT**

MEMORANDUM FOR 374 SFS/SFAIP

FROM: (Unit)

SUBJECT: Quarterly Security Clearance Investigation Report

1. Attached is the report for initial, overdue periodic reinvestigations (PR) and 6 months of projected PRs for the first (quarter) of (YEAR). Appropriate action has been taken to eliminate the overdue investigations. Estimated completion date for all overdue investigations is (DATE).
2. If you have any questions, I can be reached at 225-XXXX.

Security Manager's Signature Block

1st Ind, (UNIT/CC)

MEMORANDUM FOR 374 SFS/SFAIP

I have reviewed the attached report and all individuals have been notified of their responsibilities and requirements for completion of their security clearance.

Commander's Signature Block

Attachment:

Quarterly Security Clearance Report

MARK O. SCHISSLER, Colonel, USAF  
Commander